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Approved For Release 2006/04/13 : CIA-RDP72-00039R000100140001-3

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5 November 1969

MEMORANDUM FOR: CIA Records Administration Officer

SUBJECT: Records Management Assistance

1. Assistance to the DD/S&T has continued in the following areas:
  - a. Revision of the DD/S&T Executive Office, Records Control Schedules.
  - b. Revision of the Office of ELINT, Records Control Schedules.
  - c. Review of records under indefinite retention in the Archives and Records Center for the purpose of establishing positive retention periods. FMSAC removed 56 cubic feet from indefinite to a 10-year retention.
  - d. Microreduction of DD/S&T record holdings, with extension of proposals for the microfilming of other document series, and one system involving automatic storage and retrieval.
  - e. Initiation of preliminary action toward a publication survey in DD/S&T relevant to a study of microfiche or other microform feasibility.
2. Assistance was provided in the development of a presentation by the DDI/RMO; DD/S&T/RMO; Chief, Archives and Records Center; and the undersigned at the Records Management Conference to be held on 13 and 14 November 1969.
3. Advice and assistance has also been provided the DD/S&T/RMO, and the DDI/RMO on records management matters on an ad hoc basis.
4. The implementation of a DD/S&T Forms Management Program is held in abeyance pending the review of a proposed DD/S&T directive on this subject by the Central Records Staff. The implementation of the DD/S&T Vital Records Program has been delayed in anticipation of further advice from the Central Records Staff as to additional emergency planning coverage in the directive. A proposed DD/S&T draft directive on the subject of Records Maintenance is also pending review by the Central Records Staff.

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GROUP 1  
Excluded from automatic  
downgrading and  
declassification